

# Letter of Petition for Retrieving Policy Certificate Copy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of my insurance policy certificate for policy number [Insert Policy Number], which was issued on [Insert Issue Date]. Due to [reason for need, e.g., loss of original document, need for verification], I am unable to locate the original certificate and kindly ask your assistance in retrieving a copy.

Enclosed are copies of my identification and any relevant documents needed to process this request. If there are any fees associated with obtaining this copy, please let me know, and I will promptly address them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]